

<p style="text-align: center;">KENTUCKY CORRECTIONS Policies and Procedures</p>	<p>Policy Number</p> <p style="text-align: center;">27-12-13</p> <p>Date Filed</p> <p style="text-align: center;">January 12, 2005</p>	<p>Total Pages</p> <p style="text-align: center;">2</p> <p>Effective Date</p> <p style="text-align: center;">May 26, 2005</p>
<p>Authority/References</p> <p>U.S. Constitution, Amendment 13, Section 1; KRS 439.330, 533.020, 533.030</p>	<p>Subject</p> <p style="text-align: center;">COMMUNITY SERVICE WORK</p>	

I. DEFINITION

As used in this document, the following definition shall apply:

“Community service work” means court or Parole Board ordered work which places offenders on supervision in unpaid, uncompensated positions with non-profit or tax supported agencies, to perform a specific number of hours of work or service within a specified time.

II. POLICY and PROCEDURE

A. Court or Parole Board Order

If volunteer work, or community service work, is ordered by the court or Parole Board, the requirement shall be added to the conditions of supervision document.

B. Procedure

1. The Probation and Parole officer shall contact the community service agency at least monthly, to determine the number of hours contributed and the quality of the service performed.
2. The officer shall report the total number of community service hours completed by the offender to the District Supervisor. These figures shall be logged into the case management system.
3. If the officer is aware of a potential problem between the offender and community service agency, he shall confer with the agency representative and the offender to determine the nature and cause of the problem and attempt to resolve it in everyone's best interest.
4. Failure to complete community service, as with any special condition of supervision, shall be reported by the officer in writing to the releasing

Policy Number	Effective Date	Page
27-12-13	May 26, 2005	2

authority. This shall be done by completing an appropriate supervision document, which shall include all available information regarding the community service work, and the officer's recommendations.

C. Completion of Community Service Work

1. The officer shall verify completion of community service work through the representative of the participating agency.
2. Successful completion of community service work by the offender shall be noted in the case management system.